

MANAGEMENT ANALYST

DEFINITION

Under general direction, to perform difficult and complex budgetary, financial, administrative and analytical support duties for an assigned Department; to develop, manage, monitor and review the activities of major and significant City-wide operations, projects and programs that often require working with the complicated logistics of interdepartmental and/or interagency cooperation; to serve as a positive and motivational leader of professional and technical staff and to participate as a positive and cooperative team member; to provide highly complex staff assistance to Department Director and others, to manage the accounting functions supporting assigned fiscal/budgetary operations; to participate in strategic planning, policy development, and legislative analysis; and to perform related work as required.

CLASS CHARACTERISTICS

Management Analysts are distinguished from the senior administrative analyst level by the complexity and scope of the duties assigned as well as by the level of independence at which the positions functions. Incumbents are responsible for establishing, maintaining, and monitoring a variety of administrative policies, budget and fiscal processes, and organization and legislative issues on a City-wide basis as well as providing a liaison with and support to departments. Management Analysts assume substantive and significant responsibilities for assigned departmental and/or multi-divisional fiscal and budgetary activities, and serves as an advisor to the department head/management team on complex financial and budgetary functions. Incumbents provide direct supervision to a team(s) of professional, technical and clerical employees within a work section.

EXAMPLES OF DUTIES (Illustrative Only)

- Plan, direct, and manage multiple and complex budgetary operational functions funded by and responsible to multiple funding agencies and/or revenue sources as well as the general fund; communicate with and report to external agencies, governing bodies and/or special districts
- Manage, direct, evaluate, monitor and support the professional, technical, and clerical staff within assigned area(s) of responsibility; act as a resource to staff, advise staff on the more complex issues; provide direction, guidance, and leadership to staff; prepare performance evaluations
- Serve as subject matter expert in area(s) of specialty or designated responsibility; act as resource to departments
- Identify, plan, implement and evaluate goals, objectives, priorities and activities within assigned areas of responsibility in a manner consistent with the Department's overall goals and objectives; develop strategies for the successful achievement of goals and objectives; direct and coordinate the implementation of strategies
- Direct, manage, and participate in the preparation of multiple and complex budgets; collect and analyze data in the support of effective forecasting of revenues and expenditures; develop justifications for budgetary recommendation; coordinate the finalization of budgets to ensure timely submission as required
- Monitor contracts and agreements for compliance, achievement of objectives, and adherence to

performance and fiscal requirements; assist departments with preparation of agreements when appropriate

- Assist with review of grant applications for viability; oversee the administration of grants to ensure compliance with reporting and expenditure requirements
- Review and monitor the financial activity of assigned Department's/Division's budgets
- Plan, direct, manage and monitor the conduct of various administrative and operational analyses, studies and audits; manage and participate in data collection with regard to needs assessments, benchmarking, training needs identification, performance evaluation and operational reviews of designated responsibilities; evaluate success of progress and provide feedback
- Provide policy, program and procedural direction to assigned teams and areas of responsibility; review financial reports and budgets to provide fiscal direction; prepare budgets and make recommendations in support of City's goals and objectives; evaluate success of progress and provide feedback
- Plans, organizes and supervises the activities of professional, technical and clerical staff in assigned areas
- Interprets and applies provisions of laws, rules and regulations related to assigned areas
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Interprets and advises staff on applicable laws, regulations, policies and procedures
- Coordinates assigned activities with other divisions, departments, governmental agencies and outside organizations
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action
- Participates in Department management meetings and works with managers and staff to resolve policy, procedural or operational issues
- Prepares and maintains a variety of records, reports and correspondence related to program activities
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Director when needed

QUALIFICATIONS

Knowledge of

- Principles and modern methods of public and business administration with special reference to organization, fiscal budget, and personnel management
- Advanced principles of public finance, budgeting, fiscal control and administrative and policy analysis
- Standard and accepted modern research techniques, including the use of surveys and questionnaires
- Principles and techniques of administrative analysis including workload measurement, workflow and layout, work simplification and systems and procedure analysis
- Principles and practices of local government, including city administration, organization, programs and functions
- Public agency contracting requirements, grant applications and fiscal control of same
- Principles and practices of public finance, budgeting and fiscal control

- Communication techniques required for gathering, evaluating and transmitting information and directing group discussions
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- City organization and functions; laws, rules and regulations governing fiscal administration
- Pertinent local, state and federal laws, guidelines, regulations and statutes
- Principles and practices of supervision, training and performance evaluation
- Computer software, including word processing, spreadsheet, presentation and database application

Skill

- Directing and participating in advanced administrative, fiscal, budgetary, and operational activities
- On a continuous basis, analyzing budgets and technical reports; interpreting and evaluating staff reports; staying current with pertinent laws, regulations and guidelines
- Developing and administering policies, standards, and procedures
- Negotiating agreement between differing individuals and groups; gaining cooperation through discussion and persuasion
- Reading, analyzing, evaluating and summarizing written materials and statistical data including reports, financial reports and budgets
- Evaluating worthiness of various grant opportunities; monitoring the administrative process and the fiscal implications of grants
- Analyzing systems and administrative and management practices and identifying opportunities for improvement
- Preparing, monitoring and administering various agreements and contracts
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Determining effective methods of research; compiling data and presenting in a form most likely to enhance understanding
- Planning, organizing, assigning, supervising, reviewing and evaluating the activities of program areas within the Department
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Preparing and presenting clear, concise and logical written and oral reports
- Coordinating Division activities with other City departments and agencies as required
- Preparing and administering a departmental budget
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major course work in public or business administration, finance, economics, or a related field and five (5) years of increasingly responsible experience in public

administration, administrative analysis, or budgetary/fiscal control including at least two (2) years in a senior administrative/supervisory capacity.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.